



CITY OF HOUSTON

Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED |
| Job Classification | CLINIC ASSISTANT- Jail (Multiple) |
| Posting Number | PN# 110008 |
| Department | Health & Human Services |
| Division | Disease Prevention and Control |
| Section | Jail Health |
| Reporting Location | 1115 S. Braeswood* |
| Workdays & Hours | M - F, 8 a.m. - 5 p.m.* |
| *Subject to change | |

DESCRIPTION OF DUTIES

Assists with related health center, hospital, home, mobile unit, or jail clinic duties under the supervision of a registered nurse or jail medical specialist.

CORE FUNCTIONS

- Interviews inmate patients regarding their medical history.
- Assesses inmates' health through the use of a standardized intake questionnaire and refers them to City jail clinic, police, or medical isolation.
- Inputs initial medical screening into on-line database for all persons admitted to City jail.
- Performs clerical duties as needed, including maintaining medical screening files and medical service supplies.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items such as typewriters or records boxes (up to 40 pounds) and long periods of walking on rough surfaces on a routine basis.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certificate. Completion of a standardized program of medical education that provides training in medically assisting patients and basic CPR courses are preferred.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) months of related experience in a medical clinic, hospital or other health care facility are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

None

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 9

\$800 - \$1,225 Biweekly \$20,800 - \$31,850 Annually

OPENING DATE

April 19, 2006

CLOSING DATE

May 2, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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